



Guidelines for Use of Hill Center Facilities

Thank you for your interest in hosting your event at **Hill Center**. The center is an ideal venue for conferences, press conferences, fundraisers, retirement parties, family gatherings, neighborhood events, weddings, rehearsal dinners, receptions, and much more. We are a green building and are ADA compliant. We look forward to helping you make your event a success!

To reserve space, please contact our Special Events Department at SpecialEvents@HillCenterDC.org or 202-499-6449. Please review the following guidelines for rental of our facilities:

General Information

Hours of Operation – The Garden is available between 8:00am and 9:00pm Sunday through Thursday and 9:00am through 10:00pm Friday and Saturday. The building is available between the hours of 7:00am and 11:00pm daily.

Setup and teardown before and after the event are included in the booked block of time. Extra time may be purchased at an hourly rate of \$150 per hour before 12:00 midnight and \$250 per hour after 12:00 midnight. The additional time is billed on a full hour basis only.

FOR EVENTS SERVING ALCOHOL, **Hill Center** requires, without exception, that the user and vendor obtain a certificate of insurance from their insurance carrier stating that they have in force bodily injury, liquor, and property damage liability protection. **The specifics of the requirements for serving alcohol are in the Agreement for Use and the Hill Center Alcohol Policy.**

Use of the facility shall respect all local laws.

Hosts will respect the physical and logistical limitations based on the historic character of the building and grounds. Please note the following:

- Nothing may be affixed to ceilings, walls, doorways, or windows.
- No glitter, rice, confetti, sand, or similar items may be used on the premises.
- Art may not be removed from the walls.
- For events with dancing, clients must rent a dance floor in order to protect the historic floors.

The Host agrees that a **Hill Center** event staff person may be present at all events.

A site visit must be arranged with the Special Events Department at least 10 business days prior to the event date. All logistics, including, but not limited to floor plans, decorations, AV, temporary structures, stages, and lighting must be approved by the **Hill Center** Special Events Department.

Hill Center maintains a list of Approved Vendors. If Hosts request the use of a vendor not on the list, the Center reserves the right of final approval of the vendor retained by the Host. A \$200.00 service fee may be assessed for vendors not on the approved list.

A 50% deposit and a \$500 damage deposit are required of all contracting parties. The damage deposit will be refunded no later than 30 calendar days after the event if no damage has occurred and no other charges are outstanding.

Users may not use *Hill Center's* logo or imply in announcements or invitations any endorsement or sponsorship of the event by *Hill Center* without the written permission of our Director. For more information, please contact Maggie Myzka, Marketing & Communications Manager, at Maggie@HillCenterDC.org or 202-549-4172.

Equipment

Hill Center does not generally provide any of the following: tables, chairs, linens, flowers, easels, eating and drinking utensils, or music. Tables, chairs, a stage, and other equipment are available for an additional fee.

Hill Center's audiovisual equipment includes a lectern, wired and wireless microphones, projectors and projection screens, uplighting units, and house sound. Please see our equipment list for pricing.

Food and Beverage

The building has a catering kitchen for food and beverage functions. No Host may use the kitchen for preparation of their own food; however, prepared food may be brought in (pizza, ice cream, sandwiches, etc.) at the discretion of the Special Events Department.

FOR EVENTS SERVING ALCOHOL

- Hosts may buy wine and beer from *Hill Center*. A \$200 corkage fee applies if the Host does not purchase wine and beer from *Hill Center*.
- Caterers must provide *Hill Center* with a copy of their catering liquor license and proof of insurance. No caterer will be allowed to operate inside the building without proper documentation.
- For self-catered events (if approved), *Hill Center* will provide a licensed beverage manager at a cost of \$200. Without exception, District of Columbia law requires that a licensed beverage manager be onsite for events serving alcohol.
- In the Garden, alcohol sales and consumption must end at 8:00pm Sunday through Thursday and 9:00pm on Friday and Saturday. Inside the building, alcohol sales and consumption must end at 11:00pm.
- As a courtesy to our Hosts and guests, *Hill Center* permits service of red wines and juices. However, a fee will be assessed for any staining that occurs during the rental period.

Noise Levels, Music, and Entertainment

Hill Center staff will monitor sound levels and enforce DC laws. Hosts and vendors will be under contract to ensure that noise levels do not disrupt the neighborhood.

Windows must remain closed and shades drawn in any room where music is being played. The same rules apply for special lighting displays.

In the Garden, entertainment will end at 8:00pm Sunday through Thursday and 9:00pm on Friday and Saturday. In the building, entertainment will end at 11:00pm.

Deliveries and Pickups

The Host, caterers, and vendors should schedule deliveries of equipment, liquor, etc. as soon as possible with the *Hill Center* Special Events Department.

All equipment must be delivered after 7:00am and removed by 12:00 midnight on the same day of the event unless otherwise arranged. **WITHOUT EXCEPTION, ALL EQUIPMENT, DECORATIONS, AND OTHER ITEMS BROUGHT IN FOR THE EVENT MUST BE REMOVED WHEN THE EVENT IS OVER TO AVOID INCURRING ADDITIONAL FEES.**

Deliveries and removal must not cause undue wear and tear on the facility, including, but not limited to, scraping and discoloring of walls or damage to entrances and wood floors.

In order to respect our residential neighbors, all load-in, set-up, breakdown, and load-out must be executed in a quiet and unobtrusive manner. The *Hill Center* staff will supervise the loading and unloading of equipment and strictly enforce DC laws limiting sound level.

No parking is available in the West Plaza. Deliveries must be made into the 9th Street entrance of the building. Temporary parking for deliveries is permitted in the West Plaza when space is available. Car and truck engines must be turned off while deliveries are made.

Visitor safety and venue appearance must be maintained during set-up and breakdown.

Tenting

The garden must be tented if *Hill Center* is rented for a function without renting interior space as a backup in case of inclement weather. Tents must be installed by one of *Hill Center's* approved vendors.

Valet Parking

All events that expect more than 30 cars must contract with one of our approved valet parking vendors. Please encourage guests to use public transportation and taxis.

Catering Guidelines

If alcohol is to be served, the caterer must provide a current alcohol license.

Caterers must clean the catering kitchen and all meeting spaces, and all moved items must be returned to their original location. Caterers must walk through the space with a designated Hill Center staffer before departure.

Complete details of the Host's event must be provided to the Special Events Department no later than 10 business days prior to the event. The Special Events Department reserves the right to review and approve menu selections.

Caterers must provide all necessary beverage service components to include bartender services, ice, glassware, and bar tables, as well as dinnerware, tableware, glassware, linens, and service equipment.

With the exception of the catering kitchen, all areas where the catering staff is working (including the elevator) **MUST BE COVERED IN PLASTIC PROVIDED BY THE CATERER.** Plastic covering wood floors and other wood areas must be secured with gaff tape, NOT duct or masking tape. Plastic must be laid behind all bars and over any *Hill Center* tables used.

Any **Hill Center** tables used for buffets or seating tables must have thick, heavy padding to protect from heat.

Caterers must provide all necessary personnel for setup, break down, and clean-up. Such personnel are subject to supervision by the Special Events Department.

All food provided for a Host's rental function must be prepared in its entirety by the caterer. The only exception is for wedding cakes, which can be provided by someone other than the caterer.

No alcohol, other beverages, food, or supplies may be ordered in the name of **Hill Center**.

Caterers will unload using the door provided and proceed to the elevators.

The catering supervisor must be present from the moment the deliveries and staff begin to arrive to insure the orderly movement of equipment and to supervise the setup and personnel.

All equipment must be carried rather than rolled into the building to avoid damaging the entryway and wood floors.

Windowsills must be covered with trays to protect the wood from wet glasses, plates, and food.

Only LED candles are allowed.

Placement of bars, service stations, and food prep areas are as determined in the pre-event walk-through. All caterers must set up in staging areas designated by the Special Events Department.

Approval of the staging plan must be obtained from the Special Events Department prior to the event. Approved extensions of the staging area must be masked with screens or drapes provided by the caterer.

Electrical/Cooking Requirements:

All electrical needs for catering must be approved by the Special Events Department prior to the event.

No propane or butane may be used for warming or cooking of food on the premises.

Sterno may be used for food warming. Open flames for food preparation or demonstration are prohibited.

Clean-up

Caterers must clean up after the event and restore the building to its pre-event condition.

Caterers must remove all trash from the building and grounds, and leave the kitchen and rental rooms clean. This includes wiping counters, vacuuming, sweeping, and mopping floors.

Caterers must provide their own cleaning supplies and agents. All prep and event spaces must be cleaned thoroughly, to include vacuuming, sweeping, and mopping as needed.

A post-event walk-through must be completed with building staff prior to the catering supervisor leaving Hill Center.

Cancellation Policy

Hosts may cancel or reschedule a date by notifying **Hill Center** in writing. A \$100 administrative fee will be charged in addition to the cancellation rates below:

- No charge for cancellations with at least sixty (60) days notice in advance of the event.
- 50% of the rental fee for cancellations with more than thirty (30) but less than sixty (60) days notice in advance of the event.
- 75% of the rental fee for cancellations made more than seven (7) but at least thirty (30) days in advance of the event.
- 100% of the rental fee for cancellations made seven (7) or fewer days prior to the event and forfeiture of the damage deposit.

Acceptance of Terms

I have read **Hill Center's** "Guidelines for Use of Facilities" dated _____, and accept the terms in connection with the event to be held on _____.

Host's Representative:

Signature and Date

Printed Name

Signing on Behalf of

Vendor's Representative:

Signature and Date

Printed Name

Signing on Behalf of

Vendor's Representative:

Signature and Date

Printed Name

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